



HOW TO DONATE TO THE UK FA SERVICE OFFICE

Families Anonymous

Supporting Families & Friends Concerned about the use of Drugs or Related Behavioural Problems

If you make a donation as an individual and you are a resident taxpayer in UK, the FA can claim **GiftAid** on your donation. Each method of donation listed below includes info on how to indicate to the FA treasurer that your donation may be included in a GiftAid claim.

There are 4 ways to donate to FA as well as, or instead of, 'passing the basket':

1. Via the online shop

famanon.org.uk/shop — select 'donation' as an item to purchase. The amount defaults to £5 but you can change this to any amount. Payment is by debit/credit card or Paypal.

| If relevant, tick the box on the screen marked 'GiftAid'.

2. Via a standing order from a bank account

A standing order form is attached below.

3. By direct payment to FA using online banking

Account name:

THE SERVICE OFFICE OF FAMILIES ANONYMOUS (UK, EIRE & GIBRALTAR) LTD

Bank: LLOYDS TSB BANK PLC Sort code: 30-90-69 Account Number: 27765868

Please inform the Board Treasurer of your donation via email to **office@famanon.org.uk** or by post to Families Anonymous, The Old Convent, Beeches Green, Stroud GL5 4AD.

4. By cheque

The cheque should be made out to:

FAMILIES ANONYMOUS

Mailed to: Families Anonymous, The Old Convent, Beeches Green, Stroud GL5 4AD, with a covering letter.

If you use methods 2, 3, or 4, and you wish FA to claim GiftAid, complete a **GiftAid form** (also attached below) and return it to the Board Treasurer via email to **office@famanon.org.uk** or by post to Families Anonymous, The Old Convent, Beeches Green, Stroud GL5 4AD.



LLOYDS TSB STANDING ORDER MANDATE TO PAY FAMILIES ANONYMOUS UK

Please send this part to your bank

To (Bank name):	Enter your bank name here		
Bank Sort Code:	Enter sort code		
Address:	Enter bank address line 1		
	Enter bank address line 2		
Payment start date:	dd / mm / yyyy	Signature:	Sign here
Signed date:	dd / mm / yyyy		

Beneficiary Details — Please pay the standing order to:

Bank: LLOYDS TSB BANK PLC Sort code: 30-90-69

Address: 98 Victoria Street, London SW1E 5JL

Account Name: THE SERVICE OFFICE OF FAMILIES ANONYMOUS (UK, EIRE & GIBRALTAR) LTD

Account Number: 27765868

Reference No:	Enter reference number
---------------	------------------------

Payment Details — Please pay the following:

Amount: £	Enter amount in figures	In words:	Enter amount in words
Commencing (dd/mm/yy):	Start date	Frequency:	e.g. Monthly / Annually
Last Payment (dd/mm/yy):	End date (if known)	Or: until further notice:	Delete as applicable

Remitter Details — To be debited from my account:

Account Number:	Enter your account number	Account Name(s):	Enter account name
-----------------	---------------------------	------------------	--------------------

Special Instructions: PLEASE CANCEL ALL PREVIOUS STANDING ORDER AND/OR DIRECT DEBIT MANDATES UNDER REFERENCE NO _____

BANKS MAY DECLINE TO ACCEPT INSTRUCTIONS TO CHARGE STANDING ORDERS TO CERTAIN TYPES OF ACCOUNTS OTHER THAN CURRENT ACCOUNTS.

Please cut off this part and send it to the FA Board Treasurer

by email office@famanon.org.uk or post to Families Anonymous, The Old Convent, Beeches Green, Stroud GL5 4AD

Name:	<i>Enter your name</i>	Group (optional):	<i>Enter group name</i>
Amount: £	<i>Enter amount</i>	Frequency:	<i>e.g. Monthly / Annually</i>
Start date:		<i>Enter start date (dd / mm / yyyy)</i>	
Signed:		<i>Sign here</i>	

Families Anonymous | Helpline: 0207 498 4680 | office@famanon.org.uk | www.famanon.org.uk
The Old Convent, Beeches Green, Stroud, Glos GL5 4AD



GIFT AID DECLARATION FOR INDIVIDUAL DONATIONS

Families Anonymous

Name of Charity
The Service Office of Families Anonymous (UK, EIRE and Gibraltar) Limited

Please treat all donations I make to Families Anonymous as a Gift Aid donation.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for the current tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities and Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for the current tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 25p of tax on every £1 that I have given.

Donor's Details

Title:	<i>Mr / Mrs / Ms / Dr etc.</i>	First name or initial(s):	<i>Enter first name or initials</i>
Surname:	<i>Enter surname</i>		
Full Home address:	<i>Enter address line 1</i>		
	<i>Enter address line 2</i>		
	<i>Enter town / city</i>		
Postcode:	<i>Enter postcode</i>		
Date:	<i>dd / mm / yyyy</i>		
Signature:	<i>Sign here (or type full name if completing digitally)</i>		

Has a Standing Order been set up?	Yes / No
-----------------------------------	----------

Please notify the charity if you:

- Want to cancel this declaration
- Change your name or home address
- No longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your **Self Assessment tax return** or ask HM Revenue and Customs to adjust your tax code.

Please return this form to the Board Treasurer via the office, either by email to **office@famanon.org.uk** or by mail to Families Anonymous, The Old Convent, Beeches Green, Stroud GL5 4AD.

Families Anonymous | Helpline: 0207 498 4680 | office@famanon.org.uk | www.famanon.org.uk

The Old Convent, Beeches Green, Stroud, Glos GL5 4AD